

Tennessee Department of Human Services  
Division of Community and Social Services  
Adult Protective Services (APS) Program Director

***The Mission of the Department of Human Services is to offer temporary, economic assistance, work opportunities and protective services to improve the lives of Tennesseans.*** Adult Protective Services

investigate reports of abuse, neglect (including self-neglect) or financial exploitation of adults who are unable to protect themselves due to a physical or mental limitation. The Department is currently seeking qualified candidates for the **Director of Adult Protective Services**. Under the direction of the Assistant Commissioner for Community and Social Services, the APS Director provides administrative oversight for all aspects of the APS program. The Director provides strategic leadership for approximately 120 professional and support level employees as well as oversight of APS policy compliance, call center operations, and budget management.

Ideal candidates must possess strength in strategic thinking, program administration, and process design/implementation; a strong knowledge of the intricate elements of protective services business delivery; and provide sound counsel through staff coaching/development.

**Primary Responsibilities:**

- Utilize knowledge of APS resources to provide oversight and guidance to staff to ensure clients are maintained safely in their community.
- Utilize professional knowledge to supervise/train staff in protective services practices, including intake, assessment, service plans, entitlements and community resource information, crisis intervention, and case recording.
- Develop, implement, and monitor case plans to eliminate or reduce danger or substantial risk of danger. Direct and administer the review of state rules, policies and procedures for the program; present outcomes and measurements and expected future goals for service delivery
- Participate in the preparation and administration of the program's budget; monitor expenditures
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Meet with and communicate regularly with program partners to coordinate services and ensure smooth delivery of mandated services.

**Qualifications:**

A Master's degree from an accredited college or university with major course work in psychology, public administration, business administration, social work, criminal justice or a related discipline. A minimum of **five** years of experience in child and/or adult protective services, at least three of which must be in a supervisory role.

**Cover letter and resumes are to be sent to Barbara Davis at [Barbara.J.Davis@tn.gov](mailto:Barbara.J.Davis@tn.gov) by 4:30 pm CST, Friday, October 24, 2014.**